



Merrillville Parks and Recreation
5750 Tyler Street
Merrillville, IN 46410
Office: (219) 980-8911
Fax: (219) 980-0928



PROGRAM PROPOSALS

Please attach a copy of your resume and two references.

	CONTACT INFORMATION		
Name			
Address			
Telephone	Home/Cell	Other	
e-mail			

PROGRAM DETAILS

Program Name				
Focus (circle one)	Arts & Culture	Personal Wellness	Leadership	Sports/Recreation
Season (circle one)	Spring	Summer	Fall	Winter
Length	1 Day	4-8 weeks	8-10 weeks	other
Day of week	Mon	Tues	Wed	Thurs
Duration	Start Time: am/pm	End Time: am/pm		
Target Market	Age	Gender	Other Considerations	
Participant #'s	Minimum	Maximum		
Fee per student				
Instructor Fee Requested (See instructor pay under Program Budget Information)				

PROGRAM DESCRIPTION

Please describe your program in full. If you require more space, please use an additional sheet.

PROGRAM NEEDS

Please explain the purpose of your program and what specific needs it will address within Merrillville.

PROGRAM EVALUATION
How will you evaluate/assess your activities to show that your program has succeeded? Please attach any tools, surveys, forms, etc. that you plan to use.

PROGRAM FACILITY REQUIREMENTS
Please provide specific information regarding your facility needs, including amount of space, and other considerations like access to electrical outlets, kitchen or bathroom use, availability of tables and chairs, etc.

PROGRAM BUDGET
Please attach a detailed program budget, with budget justifications. Please consider the following when calculating/justifying your costs and fees.
Expected Personal Costs:
Expected Program Costs:
Proposals should include a total budget for personal costs, with a breakdown of pay rate of a per hour/per student basis. Specify the amount you expect to receive from Merrillville Parks and Recreation as well as what you foresee the total cost of the program to be for the student. Individuals volunteering their time should also include an estimate of the total value of that donated time. Program Costs should include paper materials, beverages, student expenses, events, etc. Proposals should include a total budget for all your program costs and specify the amount you are providing and the amount you expect students to provide.
All instructors are paid 50% of what is charged per student by the Merrillville Parks and Recreation Department. to cover administration costs to staff the building during your program, credit card fees used during registration, registration processing fees, paper and ink for printing receipts, and any other office supplies, etc. These costs must also include paper for flyers, advertising in Newspapers, etc. Please note that the Merrillville Parks and Recreation Department may also need to add on a percentage on top of your total budget to cover any extra administration fees that may not have been included in your original budget proposal.

If you have any questions regarding this proposal form, please contact the Merrillville Parks and Recreation Department at
(219) 980-5911